

MD iMap Technical Committee Meeting Minutes

Place: Maryland Department of the Environment (MDE): Terra Conference Room (Baltimore, Maryland)
Date: 06/21/11
Time: 1:00 PM – 3:00 PM
Attendees: Rowland Agbede (DOA), Michael Bentivegna (CGIS), Ashley Buzzeo (CGIS), Jim Cannistra (MDP), Kevin Coyne (DNR), Kaushik Dutta (MDTA), Bill Fearington (DJS), Julia Fischer (DBED), Scott Jeffrey (CCBC), Renee King (MDP), Kenny Miller (GIO) and Brad Wolters (DHCD)

AGENDA:

- 1:00 – 1:10 Introductions
 - 1:10– 1:20 Migration to ArcGIS 10
- 1:20 – 1:30 Application Subcommittee Updates
 - 1:30 – 1:50 Data Navigation by Parcel Acct #, Lot/Parcel, Owner/Name, etc. – Jim Cannistra
 - 1:50 – 2:10 Support of StateStat Application – Ashley Buzzeo
- 2:10 – 2:20 Data and Resources Subcommittee Updates
 - 2:20 – 2:30 Removal of 2007 parcel point data service – Jim Cannistra
- 2:30 – 2:40 Outreach Subcommittee Updates
- 2:40 – 2:50 Security Subcommittee Updates
- 2:50 – 3:00 Additional Business

NEW ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
Support of StateStat Application (Capital Budget & ARRA applications) <ul style="list-style-type: none">• Graph of hours/budget of efforts to support these applications (CGIS)• Provide an understanding of when support crosses from normal, budgeted attention to custodian of application needs to be charged extra because of rush charge, etc. (CGIS)	Submitted: 6/21/11	CGIS
Application Submission Procedures <ul style="list-style-type: none">• Update detailed procedures for application creation and update• Resend Application Submission Procedures draft to Technical Committee (Co-chairs)	Submitted: 6/21/11	Technical Committee
Archive Data <ul style="list-style-type: none">• Invite Tim Baker (State Archives) to next Technical COmmittee meeting to discuss options	Submitted: 6/21/11	Co-chairs

ON-GOING ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
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Feedback/Requests concerning MD iMap <ul style="list-style-type: none"> • Add Hillshade Service: Inquire at DNR if they have a hillshade available • Add Map/Parcel ID Look-Up: Follow up with requestor (Jason Zhao – MDE) to clarify request 	Submitted: 6/7/11	Jim Cannistra
2007 – 2008 Orthophoto Metadata <ul style="list-style-type: none"> • Check availability of metadata for this data 	Submitted: 3/1/11	Ashley Buzzeo
Statewide GIS Strategic Plan	Submitted: 1/4/11	GIO
ArcGIS 10 Migration <ul style="list-style-type: none"> • Provide outline and pros/cons list to provide to Executive Committee (CGIS) • Provide information about how long MD iMap will be down and plan for migration (CGIS) • CGIS is testing implications of migration • Further discussion is necessary concerning this topic 	Updated: 6/21/11; 11/16/10 Submitted: 9/21/10	Technical Committee

Application Subcommittee:		
Description:	Date Assigned:	Follow Up By:
License Agreement in regards to Code Sharing <ul style="list-style-type: none"> • Awaiting response from Kenny Miller concerning how to proceed • Check with Brian Sivak for comment concerning whether to code share through MD iMap Portal or another open source repository 	Updated: 6/21/11 Submitted: 6/7/11	Kenny Miller
Code Acquisition for MD iMap Portal <ul style="list-style-type: none"> • Development Code Worksheet Generated (Kaushik Dutta) • Date of Launch – add this additional column and information to worksheet (Kaushik Dutta) • Work on filling in missing information (Kaushik Dutta & Kenny Miller) • Meeting to be scheduled to discuss next steps • Excel spreadsheet inventory being produced by CGIS and MES • Actively being pursued • Obtain Flex code from CGIS and MES for MD iMap-based applications 	Updated: 6/7/11; 1/4/11; 12/21/10; 12/7/10; 11/16/10 Submitted: 10/19/10	Kaushik Dutta Kenny Miller
Interface Branding <ul style="list-style-type: none"> • Holding off until after July 5th launch of Fast Track application • Send completed document out to Technical Committee for review & comment (Kenny Miller) • Get documentation from Kaushik Dutta to start/restart discussion • Schedule App. Committee to discuss App Branding. 	Updated: 6/21/11; 6/7/11; 4/5/11 Submitted: 3/15/11	Kenny Miller Kaushik Dutta
Developer Contact List <ul style="list-style-type: none"> • List to be developed • Compile developer point of contact list 	Updated: 4/5/11; 12/21/10 Submitted:	Application Subcommittee Kaushik Dutta

	11/16/10	
Agency Agreement Concerning Posting of Code on MD iMap Portal <ul style="list-style-type: none"> Development of Agency Agreement concerning posting of code to portal See what documentation exists at other agencies 	Updated: 4/5/11 Submitted: 10/19/10	Technical Committee
Agency Agreement Concerning Posting of Code on MD iMap Portal <ul style="list-style-type: none"> Check for documentation available from existing open API agreements 	Submitted: 10/19/10	CGIS
arcgis.com My Maps <ul style="list-style-type: none"> Need to consider how MD iMap services appear when pulled into arcgis.com and suggest potential changes Work with the product and come to next meeting with feedback 	Updated: 3/1/11 Submitted: 2/15/11	Technical Committee
Rapid Application Prototype <ul style="list-style-type: none"> Consider if arcgis.com will meet the majority of needs proposed for this effort Proposal updates being implemented CGIS to provide updated proposal based on comments CGIS provided proposal for review and comment CGIS to provide updated cost/hours estimate based on results of Q&A and discussion conducted during 10/19/10 Tech. Comm. meeting CGIS to provide cost/hours estimate by next Tech. Comm. meeting Obtain pricing, based on specifications of application, from CGIS and MES <p>Email has been sent out to CGIS and MES from Kenny Miller – awaiting response</p> <ul style="list-style-type: none"> Consolidate list of requirements for a rapid application deployment option (Phase 1) Email consolidated list of requirements to Tech. Comm. <p>List has been generated and is available for review</p>	Updated: 2/15/11; 12/21/10; 12/7/10; 11/16/10; 10/19/10; 10/5/10; 9/7/10 Submitted: 7/12/10	Kenny Miller Application Subcommittee Technical Committee
Comment on Developer's portion of MD iMap Portal <ul style="list-style-type: none"> Review and provide email comments to Lisa Lowe concerning developer's page that has been added to the MD iMap Portal 	Submitted: 8/4/10	Technical Committee

Data & Resources Subcommittee:		
Description:	Date Assigned:	Follow Up By:
"Political Boundaries" Map Service <ul style="list-style-type: none"> Review the "Political Boundaries" map service, determine the source and last update date 	Submitted: 6/7/11	Ashley Buzzeo Brad Wolters
Eastern Shore Imagery Assimilation <ul style="list-style-type: none"> Eastern Shore imagery is now on production server Rename "NAIP" service to "Composite" service Tweets and email message of new imagery release Provide draft write-up of details and FAQs (Jim Cannistra) 	Updated: 6/21/11; 4/5/11 Submitted:	Ashley Buzzeo Jim Cannistra

<ul style="list-style-type: none"> • Add new “Composite” imagery service now and phase out “NAIP” service (CGIS) • Check server space available versus need • Cost estimate for additional storage space for new imagery 	3/15/11	
Point of Interest/Place Name Geocoder <ul style="list-style-type: none"> • Ashley Buzzeo will work with Brad Wolters to determine if this composite geocoder will meet these additional search criteria needs 	Submitted: 1/18/11	Ashley Buzzeo Brad Wolters
WFS Services <ul style="list-style-type: none"> • Top 10 list to be assembled during next Data & Resources Subcommittee meeting • List of enable services, email to group 	Updated: 4/5/11 Submitted: 3/15/11	Ashley Buzzeo Data & Resources Subcommittee
WFS Services <ul style="list-style-type: none"> • Agency sharing policy needed; Exec. Comm. to be consulted 	Submitted: 1/18/11	Kenny Miller Exec. Comm.
WFS Service Testing <ul style="list-style-type: none"> • Top 10 list to be assembled and MOU issues assessed • Executive Committee has requested demo at 4/27/11 meeting • Follow up concerning process testing and provide feedback to Tech Comm 	Updated: 3/1/11 Submitted: 1/4/11	Data & Resources Subcommittee
Web Mercator Data Service Projection <ul style="list-style-type: none"> • Per MES, EMMA replacement will use Web Mercator projection • Assess costs in labor and storage for creation of MD iMap data services (except imagery) in Web Mercator projection 	Updated: 4/5/11 Submitted: 1/4/11	CGIS
Metadata Services <ul style="list-style-type: none"> • Forward electronic list to group • Updated list to be provided by Friday, 1/7/2011 • Updated list to be provided at 1/4/2011 meeting • Remaining “offenders” actively being pursued • Resend email to “offenders” to complete metadata Email resent and follow-up by Kenny Miller to occur <ul style="list-style-type: none"> • MDP has provided metadata for all their services on MD iMap • Follow-up concerning how to obtain the missing metadata for services currently being hosted on MD iMap • Email sent to Kenny • Agency leads from Tech. Comm. to make progress <ul style="list-style-type: none"> ○ Direct contact of data owners • A listing of services for which metadata is needed was provided. It was discussed that some metadata may not be available from the data producers. This is especially true for parcel data. Metadata at the service level will be written by MDP for parcel data to go along with the MD iMap refresh process 	Updated: 1/18/11; 1/4/11; 12/21/10; 10/5/10; 8/3/10; 7/12/10; 6/22/10; 5/18/10 Submitted: 4/20/10	Data & Resources Subcommittee Co-chairs
Cached Map Services <ul style="list-style-type: none"> • Draft email to be sent out concerning changes to on-demand/cached 	Updated:	Data & Resources

services	12/7/10 Submitted: 11/16/10	Subcommittee Chair
Basemap Template Upgrade/Gazetteer Service Update <ul style="list-style-type: none"> Review and provide feedback to Ashley Buzzeo (Technical Committee) Provide hours concerning clean-up, update and reaching of this layer (Ashley Buzzeo) Submit additional comments for updates to Ashley Buzzeo Obtain most up-to-date county boundary from SHA Add state and county boundaries and Interstate and US Highways for all states adjacent to Maryland and NJ Comments for changes should be sent to Ashley Buzzeo Meeting to be scheduled to discuss next steps Upgrade basemap using Esri template 	Updated: 6/7/11; 4/5/11; 1/4/11; 12/21/10 Submitted: 10/19/10	CGIS Data & Resources Subcommittee Technical Committee
Google Urchin <ul style="list-style-type: none"> CCBC has updated through March 2011 and will post on portal CCBC updating stats and will be posted to portal shortly Check with Lisa Lowe to make sure she is able to handle additional questions that might come through the contact links from the Portal page (Tech Comm Co-Chairs) Contact Ashley Buzzeo, Scott Jeffrey or Brad Davis with additional comments and clarifications needed to be included in the reports, so they are understandable to those viewing reports from the Portal (Tech Comm) Manual has been generated for extracting web analytics from Google Urchin Manual submitted for review by Technical Committee Actively working on clarifying categories to be included on report Provide categories to be included in statistical output report Categories have been provided to CGIS by GIO Meeting to address scheduled for 9/22/10 at CGIS	Updated: 4/5/11; 3/1/11; 12/7/10; 11/16/10; 10/5/10; 9/21/10 Submitted: 9/7/10	GIO CGIS Technical Committee
Community Mapper <ul style="list-style-type: none"> Revisit in 6 months <ul style="list-style-type: none"> How many counties were approached? How big is the hole of Maryland? State of MD will not be participating in program based on inability to sign agreement based on Esri's current terms 	Updated: 10/19/10; 10/5/10; 9/21/10 Submitted: 9/7/10	Technical Committee

Education & Outreach Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Ramona <ul style="list-style-type: none"> Send out available stats .pdf for review 	Updated: 4/5/11;	Ashley Buzzeo

<ul style="list-style-type: none"> Check with IT person for Ramona to get MD stats 	3/15/11 Submitted: 3/1/11	
<ul style="list-style-type: none"> Link to Ramona needs to be added to MD iMap Portal webpage <ul style="list-style-type: none"> Embed search or have a one click link to Ramona 	Submitted: 3/1/11	Lisa Lowe Kevin Coyne
<ul style="list-style-type: none"> Link to Merlin needs to be added to MD iMap Portal webpage 	Submitted: 12/21/10	Lisa Lowe
<ul style="list-style-type: none"> Discuss adding a feedback button to MD iMap Portal webpage 	Submitted: 12/21/10	Outreach Committee Lisa Lowe
Email Blast <ul style="list-style-type: none"> Generate an email including a brief explanation of the Tech. Comm's vision and the Portal web address Blast email to extended GIS community Include updated Vision document 	Updated: 9/7/10; 5/18/10 Submitted: 4/20/10	Outreach Subcommittee
<ul style="list-style-type: none"> Recruit participants Obtain feedback concerning how to improve upon current outreach strategies Email potential new members directly 	Updated: 5/18/10; 4/20/10 Submitted: 3/16/10	Outreach Subcommittee
<ul style="list-style-type: none"> Proactive Marketing of MD iMap 	Submitted: 9/21/10	Outreach Subcommittee

Security Subcommittee:		
Description:	Date Assigned:	Follow Up By:
Charter <ul style="list-style-type: none"> Generate a charter 	Submitted: 12/7/10	Security Subcommittee
Security Model <ul style="list-style-type: none"> Provide a copy of MD iMap Security Presentation to Brian Sivak (Jim Cannistra) Price quotes from proposal submission to be updated Additional documentation needed to address: <ul style="list-style-type: none"> Cost of Delay Justification of security (limitations, efficiencies) Needs Assessment to determine groups and definitions Schedule meeting for Friday, October 22, 2010 to formalize document and format presentation for October 27, 2010 Exec. Comm. meeting Generate detailed document and presentation for October 27, 2010 Exec. Comm. meeting Document for presentation to Exec. Comm. at Oct. meeting 	Updated: 6/7/11; 3/1/11; 10/27/10; 10/19/10; 9/21/10 Submitted: 8/3/10	Security Subcommittee

<ul style="list-style-type: none"> • Demo accompanying document to Exec. Comm. at Oct. meeting • In progress, to be submitted by next Tech. Comm. meeting (10/5/10) 		
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COMPLETED ACTION ITEMS:

Description:	Date Assigned:	Follow Up By:
Governor's Customer Feedback Forum <ul style="list-style-type: none"> • Send digital copy of description samples to Technical Committee for reference (Kenny Miller) • Need application descriptions for all applications to Kenny Miller by COB Friday, 6/17/11 (Technical Committee Members) 	Submitted: 6/7/11	Kenny Miller Technical Committee Members

Introductions

Round-the-room

Migration to ArcGIS 10:

- Good reasons to migrate
 - Caching
 - Use new mosaic service, eliminate middle ground
 - Public facing applications can take advantage of functionality for public to provide information directly through the application (Requires new APIs)
 - 9.3.1 desktop can read 10 services
- Action Item: Provide outline and pros/cons list to provide to Executive Committee – CGIS
- System work (OTS/TU IT and DECO IT groups)
 - August – September time frame for hardware and network move
 - Action Item: Provide information about how long MD iMap will be down and plan for migration – CGIS
 - How long is work? – perhaps 1 day (weekend window to be utilized)
- Modification of applications
 - 9.3.x will work on ArcGIS 10 infrastructure and with ArcGIS 10 map services
 - Decide separately if old application should be moved to 2.0 API
- Consider developing a widget for additional enhancement/public feedback mechanism implementation
- Cost/Time to complete upgrade – CGIS has provided these numbers (broken out for information purposes)
 - Not a separate line item expense
 - Included in planning of existing budget
- Agency Prospective: only a few agencies have moved to ArcGIS 10 internally
 - Internal cost considerations
- Services upgraded automatically during upgrade
 - Use exploded cache
 - Automated recreation of services based on existing services
 - Upgrade cache to ArcGIS 10 cache saves file space
 - Ease current space issue
- Matrix of desktop accessing 9.3.1 vs. 10 services
 - Enhancement quantified (speed and response time)
 - Desktop 10 accessing 9.3.1 services is slow & vice versa
 - Cross version causes performance hit/slow down

ELA:

- DBM has it and must figure out agency numbers
- Not on Public Works schedule, at this time, to discuss
- AGS licenses for MD iMap were paid for maintenance renewal
- Free conference registrations will be pooled: approximately 50 free passes
 - Will have to figure out the best way to manage and disperse these passes

Application Subcommittee Updates

Data Navigation by Parcel Acct #, Lot/Parcel, Owner/Name, etc:

- MDPV has search capabilities based on account #, owner name, etc
- What general “geocode” or search should MD iMap support?
 - Map/Parcel
 - Account # - MDPV normalizes these numbers to 16 digits
 - Map/Block/Lot
- Need dynamic service to search by parcel account #?
 - Cached service can search underlying data
 - Multiple strategies to get to account #
- Assessment Website has Map/Parcel look-up
 - 50% fall under Map/Parcel, other 50% of properties are subdivided to a lot
- Search by subdivision name – would this be useful? – Yes
- FIND function, on desktop, of services will allow user to search for unique values
 - Cached and dynamic services will work, as long as, underlying data is included with service
 - Needs to be tested
- Building into data structure of parcel layer, next time it’s updated, additional fields which can be searched based on user need (subdivision name and other fields – for example)
 - Available to both internal and external users
- FIND widget must be develop for map applications on web to have this FIND functionality

Support of StateStat Application: (Capital Budget & ARRA Applications)

- Infrastructure application owners have existing workflow for updating applications with CGIS (automated process)
 - Owner places updated files on ftp site
 - Notifies CGIS
 - Updates pre-release to check updates are applied correctly and are as expected (back & forth process until accepted)
 - Pushed to production
- When MES contract ended walked new person with StateStat office through to conduct updates
- CGIS has been taking on more responsibility of updating these applications lately
 - 15 to 30 minutes to complete 1 update
 - § Starting to take considerably more time to support these 2 applications
 - § Increasing from previous months
 - § Action Item: graph of hours/budget of these efforts – CGIS
- Getting update notifications very late in business day and expected to provide immediate attention
 - Action Item: Need to provide an understanding of when support crosses from normal, budgeted attention to custodian of application needs to be charged extra because of rush charge, etc. – CGIS
 - § Document and pain picture to Executive level

- § Do we take more time to train new person in StateStat office? – he has received multiple sessions already
- Long-term solution
 - As part of ELA, add small fee for:
 - § Data license management
 - § Help desk staffing
 - § Support to StateStat office
- Action Item: Update detailed procedures for application creation and update – Technical Committee
 - Define an applications:
 - § Users
 - § Data
 - § Expectations
 - § Scope
 - Application Submission Procedures with Application project sheet has been drafted by CGIS – roadmap for developer to get application onto MD iMap
 - Action Item: Resend Application Submission Procedures draft to Technical Committee – Co-chairs
 - § Best practices should be included
 - § Need to clarify extent of update
 - § Maintenance considerations

Developer Worksheet:

- Being updated

Code Hosting Location:

- Awaiting response from Kenny Miller concerning how to proceed

Board of Elections Application:

- CGIS to provide support services
- CGIS not developing application
- Pilot: Baltimore City elections – September
- Some new services will be added to MD iMap to support this application
- Expectation of 15 minute update cycle for election results data once live
 - Automated process
 - § Script process to fetch file, pull in and application read new file
 - This process will provide higher security of results data
 - § More reliable than pushing data from Board of Elections
 - Firewall issues and security issues warrant this option not viable
- Working to get Delaware election load results to get a better idea of expectations of server traffic and demand during a live election
- Interface Branding – Board of Elections exempt based on requirements of eliminating influence on voters coming to the site

Interface Branding:

- Holding off until after July 5th launch of Fast Track application
- New strategy is to find one application that most closely resembles ideal and adopt with a few tweaks
 - Overtime simple mock-up/template will be created and available for distribution

GreenPrint Application:

- Lisa Lowe at DNR has almost completed the re-write of this application in Adobe Flex programming language
- Roll out strategy still being worked out
- End of summer launch anticipated

Services Optimization:

- Optimizing a service for applications and for desktop – different solutions for different mediums
 - How to do provide one set of standards that meets all expectations and environments?
 - What are constraints to be considered?
- Bundle dynamic services is possible – not best practices, but can be done
 - Known as “nesting”, it can be less stable
 - Store bundled service internally (local agency servers) or externally (on MD iMap) – best practice?
 - § Issues for both arguments

Data & Resources Subcommittee Updates

Removal of 2007 parcel point data service:

- Send out a note to specific users to plan for change
- Couple of application still access this service
- Want to remove this service from MD iMap and archive it with State Archives instead
- Data for Washington, Charles and Garrett counties included and is currently the only location for this information
- Plan to schedule removal at the same time as re-release of GreenPrint
- Forces issue of application relying on old data having to update and modify to rely on more up-to-date data

Archive Data:

- Action Item: Invite Tim Baker to next MD iMap Technical Committee meeting to discuss options – Co-chairs

Imagery:

- Eastern Shore imagery is now on production server – 6” imagery & NAIP services have been updated with it
- Rename “NAIP” service to “Composite” service
 - When and how to notify users about this change?
 - Same time as 2007 Parcel Points removal
- Messaging out information about look of imagery
 - How?
 - Where?
 - What should it say?
 - Action Item: Tweets and email message of new imagery release
 - § Add details and FAQs concerning different look of imagery, etc on Portal
 - § Action Item: Provide draft write-up of details and FAQs – Jim Cannistra
- Some of the currently missing tiles have been provided and will be added to the existing service on production
- Additional improperly projected tiles and other tiles with “issues” are being identified and remedied
- Radiometry and color are different than the Western Shore imagery – these issues are known
- More features visible on Eastern Shore imagery because contrast and saturation are different than Western Shore imagery
 - These settings were updated and produce a higher quality output image

- 07/08 Eastern Shore imagery would need new cache service to share this resource
- MdTA uses transparency tool on applications to try and mask non-matching/non-aligned portions of imagery
- Action Item: Add new “Composite” imagery service now and phase out “NAIP” service – CGIS
 - New applications will be instructed to use “Composite” imagery service
- Historic imagery will get year added to naming convention

Outreach Subcommittee Updates

None at this time

Security Subcommittee Updates

None at this time

Other Business

- Next MD iMap Executive Committee Meeting – Wednesday, 6/29/11

Solar Calculator Application:

- It was suggested that this could be a joint effort between state agency and state universities
 - How to reach out and partner with universities on a project like this? – strategy not currently in place
 - How would you knock on doors of universities for application coordination?
- Suggest pilot with Baltimore City
 - A significant amount of the information needed to perform a solar calculation is available for Baltimore City
- Grants from Denver organization have been distributed to other states to create solar calculator applications

-END MEETING-